

Department of Development Services – West Region  
JOB OPPORTUNITY  
Developmental Services Case Manager

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on current EXAM List

**Position:** Developmental Services Case Manager

**Location:** Private Division, Community Companion Homes (CCH) – Waterbury/Torrington

**Job Posting No:** 089601

**Hours:** Monday – Friday 8:30am – 4:00pm; RDO's Saturday, Sunday. Must be flexible in hours to meet agency and client needs. Some evening hours may be required.

**Salary:** \$2,133.95/bi-weekly

**Closing Date:** May 20, 2013

**Eligibility Requirement:** This is a **competitive position**. Candidates must have applied for and passed the **Developmental Services Case Manager** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** Duties consistent with the Developmental Services Case Manager job classification. Provision of case management services to individuals residing in Community Companion Homes (CCH) in the Greater Torrington and Waterbury areas. Need level vary greatly from medically complex to behaviorally involved and mild-severe developmental disabilities. Most of this caseload is located. Convenes, chairs and facilitates interdisciplinary team meetings to develop, review and/or modify client Individual's service plans; coordinates integration of day program, residential, medical and other services provided to each consumer and ensures service delivery; maintains regular contact with assigned clients and their families; provides supportive counseling to consumers and their families (in regards to departmental services); gives information to consumers, guardians and families regarding their legal rights, departmental policies and procedures, services provided and encourages participation in service planning process; schedules necessary evaluations and monitors completion; schedules program reviews and monitors implementation of specific program recommendations; monitors development and maintenance of consumer's files including all required documentation; ensures that legal and financial documents are completed in a timely manner; informs appropriate regional administrative staff when services are not or cannot be provided; In addition, case manager should ensure that all communication and team planning occurs with the consumer's residential, vocational/day supports, families and team players for delivery of appropriate vocational/educational, social, residential and health services that are in conformance with DDS and the Home Community Based Waiver's regulations when specifically assigned. Performs related duties as required.

**General Experience:** Six (6) years of experience in working with individuals with intellectual disabilities; involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

**Special Experience:** Two (2) years of the General Experience must have involved responsibility for developing; implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education or rehabilitation.

**Special Requirements:** Incumbents in this class may be required to possess fluency in a foreign language for designated positions. A valid Connecticut Driver's license is required, will be required to travel. When assigned to a caseload of individuals, the majority of whom reside in Intermediate Care Facilities, must be eligible for certification as a Qualified Mental Retardation Professional as required by Federal regulations.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Examination or Employment to:

Department of Developmental Services - West Region  
Rowland Government Center  
55 West Main Street, 4<sup>th</sup> Floor  
Waterbury, CT 06702  
Fax: 203-574-8857  
[Yollette.Tappin@ct.gov](mailto:Yollette.Tappin@ct.gov)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.